

Community Action Team
CHILD AND FAMILY DEVELOPMENT PROGRAMS
Client Confidentiality (Staff, Parents and Volunteers)

The principle of confidentiality is the maintenance of professional ethics and community respect. All programs of Community Action Team, Inc. (CAT) have a four-fold set of ethical responsibilities by which they are bound to the client, the program, the community and themselves. Program clients act in good faith, expecting circumstances and personal matters to remain confidential and we are obligated by law and ethics to reciprocate. CAT, Inc confidentiality statement will also be signed by all CFDP staff.

The following is presented to provide some guidelines concerning the matter of confidentiality:

1. Information and details about client situations may be discussed for program purposes. That is, cases may be discussed in staff, supervisory meetings and with program consultants in order that service may be more appropriately managed.
2. Discussing the details of a client outside of the program, even though names and addresses are not revealed, is a breach of confidentiality. That is, one might possibly describe in detail, facts about the client and never mention who the person is or allude in any way to a name or descriptive data, yet within the description reveal enough for the listener to identify the client. Identifying information will not be discussed outside of the program.
3. The Family Educational Rights and Privacy Act (FERPA) will be followed and only applies to Head Start. Reference CFDP Child Education Record Policy 1-19. FERPA does not apply to Healthy Families, parental consent form 3-7 must be signed before sharing any information.
4. Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Parents will be given an annual written opportunity to refuse release of Directory Information on form 5-1.
5. Client situation that have been made public by other means (including the news media) does not alter the fact that this person still has confidentiality privileges within the program.

STAFF: The following oath will be signed annually and kept on record in the program files. I understand and agree to the above policy and am aware that any breach of confidentiality is grounds for immediate dismissal.

Signature: _____

Date: _____

PARENT/VOLUNTEER: Any breach of this policy will be addressed at a meeting or home visit and could lead to exclusion from volunteering in the program. Meeting participants could include parent, center staff, and/or the Director depending on the nature of the offense.

This agreement will be signed annually by all family members and community volunteers working in the program and will be placed in the family's or volunteer's file. I understand and agree to the above policy.

Signature: _____

Date: _____